

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
December 13, 2011**

Members Present: Elane S. Mutkoski (Chair), Paula Harris, Brooke McDonough, Laura Sullivan, Donna Ryan, and Lamont Healy

Staff Present: Carol Jankowski (Director), Rose Hickey (Head of Technical Services), David Murphy (Head of Reference), Denise Garvin (Head of Circulation), Nancy Denman (Head of Children's Services), and Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:04 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the November 8, 2011 meeting were presented.

Moved by Ms. Harris, seconded by Ms. McDonough, to accept the minutes of the November 8, 2011 meeting as presented.

Vote: 6 – 0 in favor

Chair's Report

Ms. Mutkoski noted that all was well and deferred to the Director.

Library Director's Report

Ms. Jankowski referred to her written report and then updated the Board on a couple of other matters. The Resource Room project will begin tomorrow, December 14. At the OCLN membership meeting, a transition in the state wide delivery system to a paperless system, called point to light, was discussed. This system requires that barcodes on all items in delivery be on the front cover, a change in location on older Duxbury items. An online bill pay option that integrates with the integrated library system (ILS) is under discussion. While this will be a great system from a customer service perspective, there are several issues and challenges that need to be resolved before this change is made. As part of the OCLN strategic plan, a committee is being formed to review available ILS to determine whether a change should be made.

The library received thirty applications for the twenty hour library associate position, with more than half of them very overqualified. Mango Day will be January 25. Ms. Jankowski encouraged the Trustees to register for Mango and try it out. Donna Holt, the school language curriculum coordinator, is very excited that the library has Mango.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were presented.

Friends Report

Ms. McDonough reminded the Trustees that the annual staff appreciation luncheon will take place on December 15 at 11:30. The Friends, who pay for the Mango program, will be very involved with Mango Day. So far, the Friends have raised \$18,000 in their membership drive. The second annual mini golf tournament will be on Sunday, April 1.

FY13 Budget Draft

Ms. Jankowski noted that there is a small increase in the FY13 budget over the current budget. The major change is in the restoration of hours to the reference librarian, which had been reduced from forty hours to nineteen when Ms. Garvin left the reference department to become the Head of Circulation. In the FY13 budget, the hours for the position have been increased to thirty. This will allow the librarian in this position to have more off desk time to take on some additional tasks, most likely including responsibility for serials.

Duxbury Free Library By-Laws

No changes were recommended to the DFL By-Laws.

Moved by Ms. Sullivan, seconded by Ms. Ryan, to accept the Duxbury Free Library By-Laws as currently written

Vote: 6 – 0 in favor

Going forward, copies of policies that will be reviewed at a meeting will be emailed to the Trustees for review.

Trustees Web Presence

Ms. Ryan proposed that the Trustees page on the Library website be revised to provide more information and visibility for the Trustees. Currently, the page has only a list of the current Trustees. She has been looking at the website of other libraries, and some areas that are often included are minutes of Trustee meetings, history, description of the job of a trustee, a copy of the Long Range Plan, and photos of the Trustees.

Ms. Jankowski commented that it was a wonderful idea. She suggested that the Trustees may want to establish guidelines for the page and discuss responsibility for contact from patrons that may come through the web page. An official trustee liaison to work with the library head of technology on the webpage was also suggested.

At the January meeting, guidelines will be discussed, as well as what to do with any information received via email to individual Trustees.

Resource Room Project

Work on the HVAC leak in the Resource Room will begin tomorrow, December 14.

New Clipper editor Amy McKinnon, who did a reading from her debut novel at a program at the library a few years ago, is interested in reinforcing Duxbury as the literary hotspot of the South Shore. Ms. Jankowski looks forward to working with her.

The next meeting is scheduled for Tuesday, January 10, 2012.

Moved by Ms. Sullivan, second Ms. Harris, to adjourn at 8:48 am.

Distributed: Director's Report, Departmental Reports, Draft FY13 Budget Summary

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